

19 March 1980

MEMORANDUM FOR: Acting Chief, Policy and Plans Group

FROM:

Deputy Director of Security (PTOS)

SUBJECT: Entries for the DDA Log
 13 - 19 March 1980 (U)

1. On 16 March a representative of the Office departed for [redacted] in response to the Chief of Station's request to have a Security Officer on the scene to work with him in ensuring the preparedness of the Station [redacted] to meet a potential threat to our personnel. (S)

2. On 19 March a representative of the Office attended a meeting [redacted] regarding emergency escape hatches from communication centers and safe-havens. (U)

3. A Technical Security Division representative participated in a 1-hour discussion of audio countermeasures equipment with [REDACTED]

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AND METHODS INVOLVED

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8. On 13 and 14 March one member of the Office, along with two members of the Office of Technical Service and General Instruments, visited with the 3M Company in St. Paul, Minnesota, to discuss [redacted] systems and its application for document control. (C)

9. Guidelines for the Agency's annual Occupational Safety and Health Report have been received from the Secretary of Labor and preparation of the report has begun. (U)

10. A safety evaluation of the panels being hung from the ceiling in the South Cafeteria, Headquarters Building, was conducted at the request of the Chief, Logistics Services Division, Office of Logistics. The inspection revealed the panels, with two minor modifications, were safe but were made of thermoplastic which is combustible and would contribute a significant amount of toxic fumes in the event of a fire. The panels were removed after consultation between officials of the Agency and the General Services Administration. (U)

11. The Industrial Hygienist and the Fire Protection Specialist worked with Field Engineering Branch, GSA Engineering and Health and Safety personnel to identify and make suggestions for upgrading the health and safety features in the etching operation's new location in Central Building. (U)

12. The Industrial Hygienist visited [redacted] to identify high noise areas. This is the initial step in a complete hearing conservation program for [redacted] (U)

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PROJECTIONS: 20 - 26 March 1980

1. On 20 and 25 March representatives of the Office will provide support to senior Agency officers.

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testifying before the Defense Subcommittee of the House
Appropriations Committee. (U)



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19 March 1980

MEMORANDUM FOR: Acting Chief, Policy and Plans Group

FROM: (C)
Chief, Security Education Group

SUBJECT: Minutes for the DDA Log (U)

reported that week

A series of specially tailored briefings is being presented to EA Division, DDO employees. The focus of these briefings is Security in office routine. The briefings have been presented to about 100 EA personnel and have been surprisingly well received. (U)

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Item from ISSG dictated over phone:

X1 From 17 to 19 March members of ISSG held a seminar at ☐ for the purpose of reviewing existing policies and programs and redefining courses of action to be taken in the remainder of this fiscal year. The Deputy Director for Processing, ODP and the Chairman of the Information Handling Task Force provided briefings on the activities of their respective offices which will have direct impact upon future programs planned for ISSG. (U)

Preliminary to a reportable item.